

Fall BEDS Staff Collection Navigation Guide

Navigation Instructions

Overview

The purpose of this reference guide is to demonstrate the basic navigation of the Fall BEDS Staff Application.

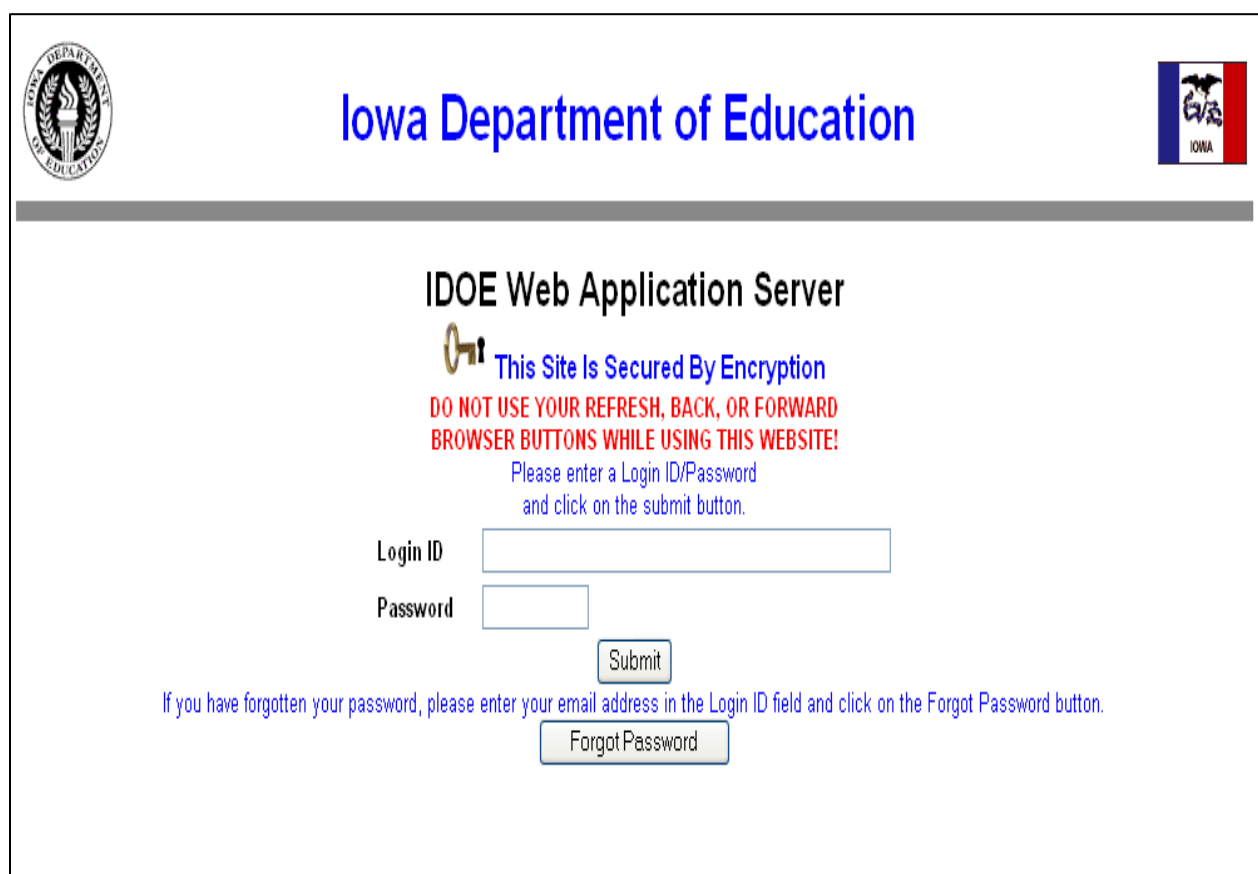
Objectives



The following objectives apply to this training.

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Accessing the Portal

1. Before you begin
 - 1.1. You need a User ID and Password
 - 1.2. You need to use either Internet Explorer or Firefox if you are using a MAC.
 - 1.2.1. There are technical issues if using Safari
 - 1.3. You need either building or district level update rights
 - 1.3.1. This can be obtained from the district person in charge of the security application on EDINFO.
 - 1.4. Access the Department's secure website
 - 1.5. Open your web browser (Internet Explorer or Firefox)
 - 1.6. The URL is <https://www.edinfo.state.ia.us>
 - 1.7. Enter your **User ID** and **Password** and then click the **Submit** button.



 **Iowa Department of Education** 

IDOE Web Application Server

 **This Site Is Secured By Encryption**
DO NOT USE YOUR REFRESH, BACK, OR FORWARD BROWSER BUTTONS WHILE USING THIS WEBSITE!
Please enter a Login ID/Password and click on the submit button.

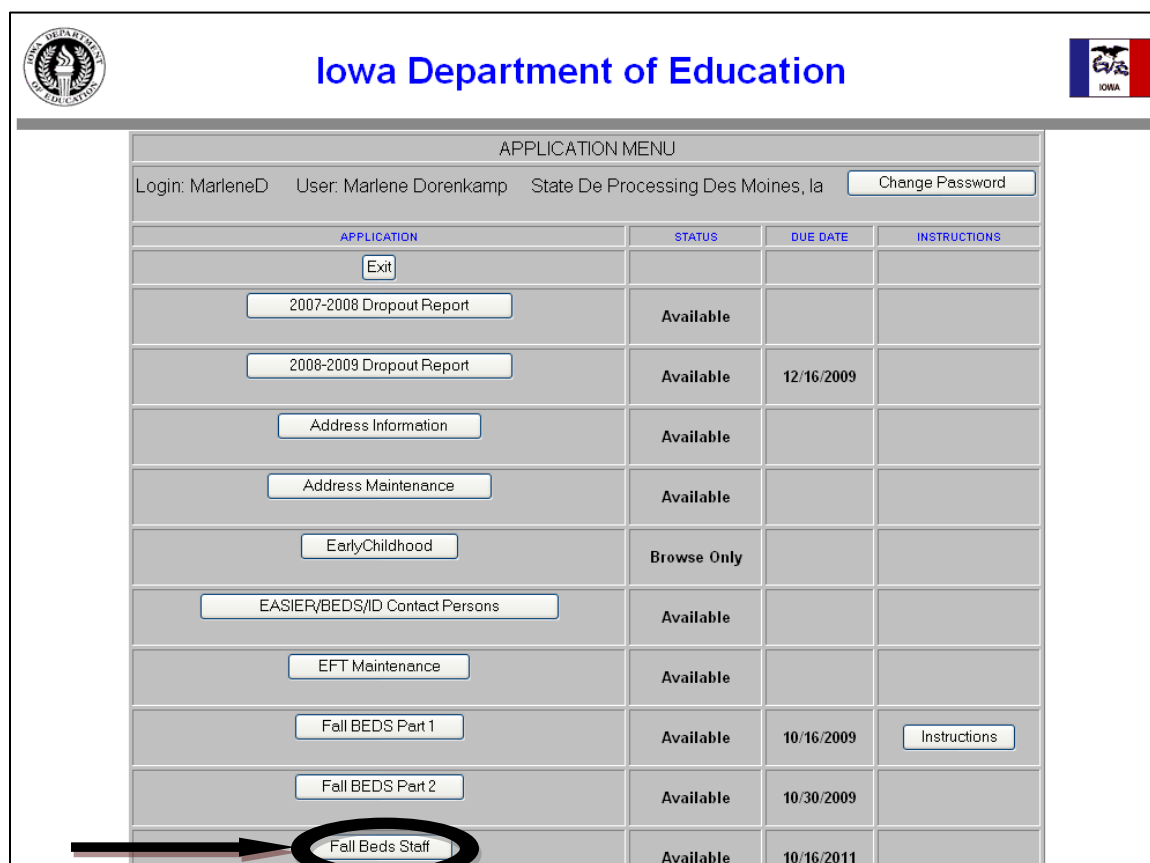
Login ID



Password

If you have forgotten your password, please enter your email address in the Login ID field and click on the Forgot Password button.

Enter the Application

2. The Application Menu will appear.
 - 2.1. Select Fall BEDS Staff from the list of available applications from the Application Menu.



 **Iowa Department of Education** 

APPLICATION MENU

Login: MarleneD User: Marlene Dorenkamp State De Processing Des Moines, Ia [Change Password](#)

APPLICATION	STATUS	DUE DATE	INSTRUCTIONS
Exit			
2007-2008 Dropout Report	Available		
2008-2009 Dropout Report	Available	12/16/2009	
Address Information	Available		
Address Maintenance	Available		
EarlyChildhood	Browse Only		
EASIER/BEDS/ID Contact Persons	Available		
EFT Maintenance	Available		
Fall BEDS Part 1	Available	10/16/2009	Instructions
Fall BEDS Part 2	Available	10/30/2009	
Fall Beds Staff	Available	10/16/2011	

2.2. You will be on the Fall BEDS Staff Collection Home page.

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Fall BEDS Staff Collection
IOWA. Education Essentials for Tomorrow. Today.

Home District/Staff Import/Export Errors/Omissions Mentoring Certification District Contact FAQ

District: School: Page Help Contact Us
Timeout in 12 min 58 sec Exit Fall BEDS

Welcome to Fall BEDS Staff Collection

We've redesigned the Fall BEDS application to make it easier for you to update your District's staff data this year. We are also collecting all staff this year, so you will be reporting your non-licensed staff by individual through this application. The non-licensed staff and teacher FTE form, as you knew them, will no longer exist.

Known Issues

- When using a Mac, please use the FireFox browser. The Safari browser does not work. We have tested using FireFox on a Mac with no issues.
- The content for the **Instruction** and **Help** pages is not complete.

What's New:

- The District Contact page has been added to allow for as many contacts as you wish. It is the email address of the top administrator in the district.
- You can upload salaries only. You will have the option to export your salary data into an excel spreadsheet, make the changes you need to make, save the file as tab delimited and import the file. The option can be found on the Import/Export tab.
- We've added a tip tool to the application. If you hover over the field names on the demographic record and the salary page, a definition will pop up. This definition will remain visible for as long as you are hovering over the field name.
- We've added a timer to let you know how much time you have before the application times out. The application times out after 20 minutes.
- We plan on providing video clips embedded on each page as a way to help you navigate around the application. You can access these by navigating to the page and clicking on the Page Help button in the upper right hand corner.
- There is a list of topics at the top of the FAQ page that will link to the specific questions.
- There are save and return buttons at the top and bottom of the add staff pages.
- You can display up to 100 records at a time.

Highlights

You now have several options for entering your staff data:

- Option 1 - start with last year's data (we've already copied it over for you - minus last year's salaries) and modify it with this year's changes.
- Option 2 - start with last year's data (we've already copied it over for you - minus last year's salaries), modify what's here and use an extract from your HR system to import the Non-Licensed staff. This is assuming your HR vendor has provided you with this option.
- Option 3 - import data into Fall BEDS using an extract from your HR system, if your HR vendor has provided you with this option.
- Option 4 - start with last year's data. Modify the demographic and assignment data. Add new staff. Delete staff no longer with the district. Export the salary data. Work with the file offline and upload the salary and benefit information.

Vendor Notes

The following vendors are working on an export of data in a format that can be imported into Fall BEDS:

- Marcia Brenner Associates - CIMS/Aliso - Planning Stage
- SunGard Public Sector (IFAS, eFinance Plus) - Development Stage
 - Anticipated Release - Late July
- Software Unlimited - Development Stage
 - Anticipated Release - Late May
- Harris School Solutions - Data Team - Planning Stage.
- Windsor Management Group - InfiniteVision - Planning Stage
- GrantWood AEA - Post Planning Stage
- CrossPointe Schools Online - Development Stage

If there are other HR software vendors that are not listed, please contact Marlene Dorenkamp at marlene.dorenkamp@iowa.gov or 515-281-5507.

Help Link

The following links do not display complete instructions. The pages are still under development.

[Navigation Instructions](#) - In Progress

[Reference Manual](#) - Under reconstruction

[FAQ](#) - In Progress

Getting Started

To work with last year's data, select the **District/Staff Tab** above and make changes. To import data, select the **Import/Export Tab** above.

Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit | Administrator
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Keys to Navigating the Application

Common navigation for all pages

- 3. Top of each page has navigation tabs
 - 3.1.1. Links
 - 3.1.1.1. If you need to contact one of us, click on the Contact Us link
 - 3.1.1.2. If you want to exit the application, click the Exit Fall BEDS link
 - 3.2. Bottom of each page has navigation links.
 - 3.3. Home Page specific navigation - There are help links at the bottom of the content area.
 - 3.3.1. Navigation Instructions
 - 3.3.2. Link to the Reference Manual
 - 3.3.3. Link to the FAQ Page
 - 3.4. Home Page specific navigation - Links to get you started
 - 3.4.1. If you are working with last year's data
 - 3.4.2. If you are working with an extract from your HR/Finance system.

3 - Navigation Tabs

3.1.1.1 - DE Contact Info

3.1.1.2 - Exit the Application

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Home | **District/Staff** | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | Exit

District: School: Page Help Contact Us
 Timeout in 12 min 58 sec Exit Fall BEDS

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[Reference Manual](#) - Under Construction

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Getting Started

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Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit | Administrator

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3.2 - Navigation Links

3.3.1 - Navigation Instructions

3.3.2 - Reference Manual

3.3.3 - Link to FAQ's

3.4.1 - Working with last year's data

3.4.2- Working with vendor generated file

Application Features

Import/Export

4. Click on the Import/Export tab or the Import/Export link.

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Home | District/Staff | **Import/Export** | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

District: School: Page Help Contact Us
Timeout in 12 min 58 sec Exit Fall BEDS

Import/Export tab

Staff Collection

Application to make it easier for you to update your District's staff data this year. We are also collecting all staff this year, so you will be able to track each individual through this application. The non-licensed staff and teacher FTE form, as you knew them, will no longer exist.

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Getting Started

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Import/Export link

4.1. The top of the content area has important information regarding the Import/Export of data.

Import and Export Data

Using the Import - Replace Staff Data or the Import - Update Staff Data options will overwrite the current staff demographic information. When a file is rolled over, DE advances the total experience and the district experience one year. Be sure the file you upload has those years advanced, because the file overwrites any data brought forward from the prior year.

If at any time you need to start over, you can export the rolled over prior year data by clicking the Export Starting Data button.

4.1.1. Just below the information section is a link to the Navigation Instructions.

Link to Navigation Instructions click [here](#).

4.1.2. There are two Export tabs and three Import tabs.

4.1.3. Export – All Staff Data has two options

4.1.3.1. Option 1 - Export Current Data

4.1.3.1.1. If changes have been made the export reflects those changes.

4.1.3.2. Option 2 - Export Starting Data

4.1.3.2.1. If something should happen and you have to start over, this is the option you should choose.

4.1.3 - Export
– All Staff
Data tab

The screenshot shows a web application interface with a top navigation bar containing tabs: "EXPORT - All Staff Data", "EXPORT - Salary Data", "IMPORT - Update Staff Data", and "IMPORT - Update Staff Salaries". The "EXPORT - All Staff Data" tab is selected and highlighted in orange. Below the tabs, there are two main options:

- Option 1**: A blue button labeled "Export Current Data". A callout box points to this button with the text "Option 1 - Export Current Data". To the right of the button, text reads: "This option will export the data that is currently stored for this district. The data as it currently is displayed in the application will be exported including all modifications that have been made."
- Option 2**: A blue button labeled "Export Starting Data". A callout box points to this button with the text "Option 2 - Export Starting Data". To the right of the button, text reads: "This option will export the data as it was originally rolled-over from the previous year. Any changes you have made through the application will not be reflected. All salaries will be set to zero."

Below these options, a paragraph states: "This will export all STAFF data for the district (including demographics, district data, salary data, positions, and assignments). The format of the file allows it to be imported in either the **IMPORT - Replace Staff Data** or **IMPORT - Update Staff Data** tabs."

A final note at the bottom says: "This file may be VIEWED in Excel, but should not be SAVED in Excel. Opening this file in Excel will reformat some of the text fields as numeric fields (eliminating leading zeros) and resulting in a file that can not be imported."

EXPORT - All Staff Data EXPORT - Salary Data IMPORT - Replace Staff Data IMPORT - Update Staff Data IMPORT - Update Staff Salaries

Option 1 **Export Current Data** This option will export the data that is currently stored for this district. The data as it currently is displayed in the application will be exported including all modifications that have been made.

Option 2 **Export Starting Data** This option will export the data as it was stored at the start of the current year. Any changes you have made through the application will not be included.

View File

Once you click either Option 1 or Option 2, you will get a View File button. Click on this to view then save the file.

This will export all STAFF data for the district (including demographics, district, etc.) in Excel format. The format of the file allows it to be imported in either the **IMPORT - Replace Staff Data** or **IMPORT - Update Staff Data** tabs.


This file may be VIEWED in Excel, but should not be SAVED in Excel. Opening this file in Excel will reformat some of the text fields as numeric fields (eliminating leading zeros) and resulting in a file that can not be imported.

4.1.4. Export – Salary Data tab

4.1.4.1 Allows you to export the salary data in Excel format, modify the salaries, save the file as tab delimited, and import the new data.

4.1.4 – Export
- Salary Data
tab

EXPORT - All Staff Data **EXPORT - Salary Data** IMPORT - Replace Staff Data IMPORT - Update Staff Data IMPORT - Update Staff Salaries

 **Export Salary to Excel**

4.1.4.1 - Export Salary to Excel

This will export all salary data for the district in Excel format. The salaries in the resulting Excel file can be updated. Do not modify the column order or add/delete columns. If the format of the file is not modified it can be imported into the application to update salary data. The import process will match staff members using the Local ID.

4.1.5. Import – Replace Staff Data

4.1.5.1. Use this tab if you want to import all staff data at the same time.

4.1.5.2. This is a 2 step process that will run validation checks.

4.1.5.2.1. Step 1- Browse for file on computer, click upload, this step will validate the file structure.

4.1.5.2.2. Step 2 - checks for format errors, then will replace the data rolled over from the prior year.

4.1.5 – Import – Replace Staff Data tab

This process will replace all existing staff data for the district with the data on the import.

4.1.5.1 - This import will **delete** all data and **replace** it with the data in the file.

Step 1: Upload and Validate BEDS File

This step uploads your BEDS file to the Department of Education server, validates the basic file structure, and checks data types of fields.

Browse... Upload

4.1.5.2.1 – Step 1 – Browse for file on computer and upload, this will run checks on the file structure.

Step 2: Replace BEDS Data

This step processes the BEDS file and saves the data to the database.

This will replace All existing district data including salaries, positions, and assignments with the data on the import file.

4.1.5.2.2 – Step 2 - Click import if you want to **delete** all data and **replace** it with the data in the file.

4.1.6. Import – Update Staff Data

- 4.1.6.1. Updates demographic and salary data.
- 4.1.6.2. Replaces position and assignment data.
- 4.1.6.3. Matches on Local ID **or** Folder number.
- 4.1.6.4. If a match isn't found the staff data will be retained.

The screenshot displays the 'Import - Update Staff Data' tab in a software interface. The tab is highlighted in orange. Below the tabs, a text box explains the process: 'This process will UPDATE existing staff demographic and salary data and REPLACE position and assignments with the data from the import file. Existing district staff data will be retained and only updated when a matching record (using Local ID or Folder Number) is found on the import file.'

Four callout boxes provide additional details:

- 4.1.6.1 - This import will **update** demographic and salary data.**
- 4.1.6.2 - This import will **replace** position and assignment data.**
- 4.1.6.3 - Matches on Local ID OR Folder number.**
- 4.1.6.4 - If a match isn't found, the staff data will be retained.**

The interface shows two main steps:

Step 1: Upload and Validate BEDS Update File

This step uploads your BEDS file to the Department of Education server, validates the basic file structure, and checks data types of fields.

Below this text is a file upload area with a text input field, a 'Browse...' button, and an 'Upload' button.

Step 2: Update BEDS Data

This step processes the BEDS file and saves the data to the database.

Below this text is an 'Update Matches' button. A callout box points to this button with the text: 'This option will retain existing district data and only update matching staff.'

4.1.7. Import – Update Staff Salaries

4.1.7.1. Uses the saved tab delimited file created from the Export – Salary Data tab.

4.1.7.2. Only staff records that match on Local ID will be updated, so there must be a demographic record already in the application.

The screenshot displays a software interface for updating staff salaries. At the top, a navigation bar contains five tabs: 'EXPORT - All Staff Data', 'EXPORT - Salary Data', 'IMPORT - Replace Staff Data', 'IMPORT - Update Staff Data', and 'IMPORT - Update Staff Salaries'. The 'IMPORT - Update Staff Salaries' tab is selected and highlighted in orange. A callout box points to this tab with the text '4.1.7 – Import – Update Staff Salaries'. Below the tabs, a descriptive text states: 'This process will update district salary data with salary data from the import file. Only staff records that match on Local ID will be updated.' Two callout boxes provide further details: one points to the text with '4.1.7.1 – Uses saved tab delimited file created from the Export - Salary Data tab', and another points to the 'Only staff records that match on Local ID will be updated' portion with '4.1.7.2 – Only staff records that match on Local ID will be updated.' The interface is divided into two main sections. The first section, 'Step 1: Upload and Validate BEDS Salary File', includes a text description: 'This step uploads your BEDS Salary file to the Department of Education server, validates the basic file structure, and checks data types of fields.' Below this is a file upload area with a text input field, a 'Browse...' button, and an 'Upload' button. The second section, 'Step 2: Update BEDS Salary Data', includes a text description: 'This step processes the BEDS file and saves the data to the database.' Below this is a blue button labeled 'Update Salaries' and a text note: 'This option will retain existing district data and only update matching staff.'

4.1.7 – Import – Update Staff Salaries

EXPORT - All Staff Data EXPORT - Salary Data IMPORT - Replace Staff Data IMPORT - Update Staff Data IMPORT - Update Staff Salaries

This process will update district salary data with salary data from the import file. Only staff records that match on Local ID will be updated.

4.1.7.1 – Uses saved tab delimited file created from the Export - Salary Data tab

4.1.7.2 – Only staff records that match on Local ID will be updated.

Step 1: Upload and Validate BEDS Salary File

This step uploads your BEDS Salary file to the Department of Education server, validates the basic file structure, and checks data types of fields.

Browse... Upload

Step 2: Update BEDS Salary Data

This step processes the BEDS file and saves the data to the database.

Update Salaries This option will retain existing district data and only update matching staff.

Application Features

District/Staff

4.2. Click on District/Staff tab at the top of the page or the District/Staff link at the bottom of the page.

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Home | **District/Staff** | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Indianola - Indianola High School
District: 3114 School: 0109
District Phone: 515-961-9500
Page Help | Contact Us
Timeout in 19 min 28 sec | Exit Fall BEDS

District Staff

District / School
Search: 3114 Go
District: Indianola
School: Indianola High School (0109)
Mode: ☒ Normal ☐ Salary

Staff Filters
Position: -- All --
License Status: Non-Licensed Only
Shared Status: -- All --
Error Status: -- All --
Last Name/Folder: Search Clear All

Results: 3 [Add Certified Staff](#) [Add Non-Certified Staff](#) Rows to Display: 15

Actions	Folder	Name	Primary Building	Position	Warnings / Errors
		Acustodian, Sue	Indianola High School (0109)	Operations and Maintenance	
		Cook, Carl	Indianola High School (0109)		
		Dishwasher, Dan	Indianola High School (0109)	Food Service	

Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit | Administrator
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4.2.1. Add Staff

4.2.1.1. Certified

4.2.1.1.1. Folder Number lookup

4.2.1.1.2. Required fields

4.2.1.1.3. Save options

4.2.1.1.3.1. Save and Return

4.2.1.1.3.2. Save and Add Assignment

4.2.1.1.3.3. Save and Add Another Staff

4.2.1.1.4. Close

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Home | **District/Staff** | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Indianola - Indianola High School | District Phone: 515-961-9500 | Page Help | Contact Us
 District: 3114 School: 0109 | Building Phone: 515-961-9510 | Timeout in 19 min 26 sec | Exit Fall BEDS

District Staff

District / School: [Dropdown] [Go]

Mode: [Radio] No [Radio] Salary

Staff Filters

Position: -- All --
 License Status: Non-Licensed Only
 Shared Status: -- All --
 Error Status: -- All --
 Last Name/Folder: [Text] [Search] [Clear All]

Results: 3 [Add Certified Staff](#) [Add Non-Certified Staff](#) Rows to Display: 15

Actions	Folder	Name	Primary Building	Position	Warnings / Errors
[Icons]		Acustodian, Sue	Indianola High School (0109)	Operations and Maintenance	
[Icons]		Cook, Carl	Indianola High School (0109)	Food Service	
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Add Certified Staff Form

Buttons: Save and Return, Save and Add Assignment, Save and Add Another Staff, Close

Lookup By Folder Number
Folder Number

4.2.1.1.1 – Enter a folder number and click go. If they are already in the system, the form will populate.

Edit Staff
Local Staff ID
Folder*
First Name*
Last Name*
Gender* ☐ Male ☐ Female
Hispanic/Latino Ethnicity* ☐ Yes ☐ No
Race*
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White
Birth Month* -- Select --
Birth Year*
Highest Degree -- Select --
Total Experience*

4.2.1.1.2 – Fields in red are required for this form.

District Data
Primary Building -- Select --
District Experience*
Extra Compensation
Prof. Development
Teacher Salary Supplement
Retirement Benefits
Health Benefits
Other Benefits

4.2.1.1.3.2 – Saves the demographic data and the assignment form will pop up.

Buttons: Save and Return, Save and Add Assignment, Save and Add Another Staff, Close

4.2.1.1.3.1 – Saves the demographic data and returns to the District/Staff page. No assignment data has been added.

4.2.1.1.3.3 – Saves the demographic data and another Add form will pop up.

4.2.1.1.4 – Closes the form without saving.

4.2.1.2. Non-Certified

4.2.1.2.1. Required fields

4.2.1.2.2. Save Options

4.2.1.2.2.1. Save and Return

4.2.1.2.2.2. Save and Add Assignment

4.2.1.2.2.3. Save and Add Another Staff

4.2.1.2.3. Close

Iowa Department of Education
Fall BEDS Staff Collection
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Home | **District/Staff** | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Indianola - Indianola High School
District: 3114 School: 0109
District Phone: 515-961-9500
Building Phone: 515-961-9510
Page Help | Contact Us
Timeout in 19 min 26 sec | Exit Fall BEDS










District Staff

District / School Search: 3114 [Go]

Staff Filters:
Position: -- All --
License Status: Non-Licensed Only
Error Status: -- All --
Last Name/Folder: [Search] [Clear All]

Mode: ☒ Normal ☐ Salary

Results: 3 [Add Certified Staff](#) [Add Non-Certified Staff](#) Rows to Display: 15

Actions	Folder	Name	Primary Building	Position	Warnings / Errors
  		Acustodian, Sue	Indianola High School (0109)	Operations and Maintenance	
  		Cook, Carl	Indianola High School (0109)	Food Service	
  		Dishwasher, Dan	Indianola High School (0109)	Food Service	

Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit | Administrator
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Add Non-Certified Staff Form

The form is titled "Add Non-Certified Staff Form" and contains the following sections and fields:

- Buttons (Top):** Save and Return, Save and Add Assignment, Save and Add Another Staff, Close.
- Edit Staff:**
 - Local Staff ID: [Text Box]
 - First Name*: [Text Box]
 - Last Name*: [Text Box]
 - Gender*: ☐ Male ☐ Female
 - Hispanic/Latino Ethnicity: ☐ Yes ☐ No
 - Race*:
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Native Hawaiian or other Pacific Islander
 - ☐ White
 - Birth Month*: -- Select -- [Dropdown]
 - Birth Year*: [Text Box]
 - Highest Degree: -- Select -- [Dropdown]
 - Total Experience*: [Text Box]
- District Data:**
 - Primary Building: -- Select -- [Dropdown]
 - Contract/Work Days*: [Text Box]
 - Total Pay:**
 - Base Salary/Pay: [Text Box] 0
 - Extra Compensation: [Text Box] 0
 - Retirement Benefits: [Text Box] 0
 - Health Benefits: [Text Box] 0
 - Other Benefits: [Text Box] 0

Callouts:

- 4.2.1.2.1 – Fields in red are required for this form. (Points to First Name*, Last Name*, Gender*, Race*, Birth Month*, Birth Year*, Highest Degree, Total Experience*)
- 4.2.1.2.2.2 – Saves the demographic data and the assignment form will pop up. (Points to Save and Add Assignment button)
- 4.2.1.2.2.1 – Saves the demographic data and returns to the District/Staff page. No assignment data has been added. (Points to Save and Return button)
- 4.2.1.2.2.3 – Saves the demographic data and another Add form will pop up. (Points to Save and Add Another Staff button)
- 4.2.1.2.3 – Closes the form without saving. (Points to Close button)

4.2.2. Action buttons

4.2.2.1. View/Edit Detail Assignments

4.2.2.2. View/Edit Demographics

4.2.2.3. Delete Staff

Iowa Department of Education
Fall BEDS Staff Collection
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Home | **District/Staff** | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Indianola - Indianola High School
District: 3114 School: 0109
District Phone: 515-961-9500
Building Phone: 515-961-9510
Page Help | Contact Us
Timeout in 19 min 26 sec | Exit Fall BEDS

District Staff

District / School Search: 3114 Go

Staff Filters:
Position: -- All --
License Status: Non-Licensed Only
-- All --
-- All --
Search Clear All

4.2.2.1 – Click the magnifying glass icon to view/edit the detail assignments.

4.2.2.2 – Click the pencil and paper icon to view/edit the demographics.

4.2.2.3 – Click the red circle with the X to delete this person from the district listing.

Actions	Folder	Name	Warnings / Errors
  	Accounting		
  	Cook, Carl	Indianola High School (0109)	Food Service
  	Dishwasher, Dan	Indianola High School (0109)	Food Service

Rows to Display: 15

Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit | Administrator
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4.2.3. Other features

4.2.3.1. Display features

4.2.3.1.1. Results

4.2.3.1.2. Rows to Display

4.2.3.1.3. Number of Pages

4.2.3.2. Sort features

4.2.3.3. Timeout feature

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Fall BEDS Staff Collection
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Home | **District/Staff** | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Indianola | District Phone: 515-961-9500 | Page Help | Contact Us
District: 3114 | School: ALL | Timeout in 19 min 10 sec | Exit Fall BEDS

District Staff

4.2.3.1.1 – Total number of records shows here.

Results: 261

4.2.3.1.2 – Click dropdown to choose from 10 to 100 rows to display.

Rows to Display: 100

4.2.3.1.3 – Shows the number of pages.

1 2 3

4.2.3.2 – Click on the field headers that are underlined to sort on that field.

Actions	Folder	<u>Name</u>	<u>Primary Building</u>	<u>Position</u>	<u>Warnings / Errors</u>
  		Abu...er, Juan	Indianola Comm School District (0000)	Pupil Transportation	
			Indianola High School (0109)	Operations and Maintenance	Invalid Subject/Course Prof. Dev and Teacher Salary Supp are not applicable to Non-Certified staff Course is not valid for position
			Indianola High School (0109)	Regular Education Teacher	Minimum salary not met Salary is <= 25% from prior year.
  		Aide, Teri	Irving Elementary School (0427)	Paraprofessionals/Aides	Invalid Subject/Course Prof. Dev and Teacher Salary Supp are not applicable to Non-Certified staff

4.2.3.3 – Shows the time left before the application times out.

4.2.3.4. Filters

4.2.3.4.1. District/School filter

4.2.3.4.1.1. Choose a building or select All to see all buildings

4.2.3.4.2. Staff filters

4.2.3.4.2.1. Filter using dropdown menus

4.2.3.4.2.2. Filter on folder number or last name

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Home | **District/Staff** | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Indianola - Indianola High School | District Phone: 515.961.9500 | Page Help | Contact Us

District 3114 | School | 4.2.3.4.1 - District/School filter box | 4.2.3.4.2 - Staff Filters box

District Staff

District / School
 Search: 3114 [Go]
 District: Indianola
 School: Indianola High School (0109)

Staff Filters
 Position: -- All --
 License Status: Non-Licensed Only
 Shared Status: -- All --
 Error Status: -- All --
 Last Name/Folder: [Search] [Clear All]

4.2.3.4.1.1- Click the dropdown to choose a school.

4.2.3.4.2.1 - Click the dropdowns to filter by position, license status, shared status, or error status

4.2.3.4.2.2 - Enter a folder number or last name and click

Results: 3

Actions	Folder	Name	Primary Building	Position
		Acustodian, Sue	Indianola High School (0109)	Operations and Maintenance
		Cook, Carl	Indianola High School (0109)	Food Service
		Dishwasher, Dan	Indianola High School (0109)	Food Service

Results show in the grid.

Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit | Administrator

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4.2.4. Modes

4.2.4.1. Normal mode

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Home District/Staff Import/Export Errors/Omissions Mentoring Certification District Contact FAQ

Indianola District Phone: 515-961-9500 Page Help Contact Us
 District: 3114 School: ALL Timeout in 19 min 10 sec Exit Fall BEDS

District Staff

District / School
 District: Indianola
 School: -- All --
 Mode: ☒ Normal ☐ Salary

Staff Filters
 Position: -- All --
 License Status: -- All --
 Shared Status: -- All --
 Error Status: -- All --
 Last Name/Folder: Search Clear All

4.2.4.1 – The default view will be the Normal mode.

Rows to Display: 100

Actions	Folder	Name	Primary Building	Position	Warnings / Errors
  		Abusdriver, Juan	Indianola Comm School District (0000)	Pupil Transportation	
  		Acustodian, Sue	Indianola High School (0109)	Operations and Maintenance	Invalid Subject/Course Prof. Dev and Teacher Salary Supp are not applicable to Non-Certified staff Course is not valid for position
  	821413	Adams, Dennis	Indianola High School (0109)	Regular Education Teacher	Minimum salary not met Salary is <= 25% from prior year.
  		Aide, Teri	Irving Elementary School (0427)	Paraprofessionals/Aides	Invalid Subject/Course Prof. Dev and Teacher Salary Supp are not applicable to Non-Certified staff

4.2.4.2. Salary mode

4.2.4.2.1. Save features

4.2.4.2.1.1. Current record

4.2.4.2.1.2. Current page

4.2.4.2.1.3. Save current view to Excel

4.2.4.3. Definitions

4.2.4.4. Sort options

Iowa Department of Education
Fall BEDS Staff Collection
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Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Indianola - Indianola High School
 District: 3114 School: 0109
 District Phone: 515-961-9500
 Building Phone: 515-961-9510
 Page Help | Contact Us
 Timeout in 10 min 28 sec | Exit Fall BEDS

District Staff

District / School Search: 3114 Go
 District: Indianola
 School: Indianola High School (0109)
 Mode: ☐ Normal ☒ Salary

Position: -- All --
 License Status: Non-Licensed Only
 Shared Status: -- All --
 Error Status: -- All --
 Last Name/Folder:
 Search Clear All

4.2.4.2 – Click here to view/edit the Salary information.

4.2.4.2.1.1 – Saves individual records.

4.2.4.2.1.2 – Saves all records in the grid.

4.2.4.2.1.3 – Saves records in the grid to Excel.

4.2.4.3 – Hovering over headers will bring up field definitions.

4.2.4.4 – Clicking on a header will sort on that field.

4.2.4.2.1.2 – Saves all records in the grid.

Update	Name	Contact Days	Previous Pay	Base Salary/Pay	Extra Compensation	Professional Development	Teacher Salary Supplement	Total Pay	Retirement Benefits	Health Benefits
Save	Acustodian, Sue	190						\$50,000		0
Save	Cook, Carl	190						\$25,000		0
Save	Dishwasher, Dan	125	\$0	30000	0	0	0	\$30,000		0

Application Features Errors and Omissions

- 4.3. Click the Errors/Omissions tab at the top of the page or Click the Errors/Omissions link at the bottom of the page.

Iowa Department of Education
Fall BEDS Staff Collection

TEST SITE

IOWA. Education Essentials for Tomorrow. Today.

Home | District/Staff | Import/Export | **Errors/Omissions** | Mentoring | Certification | District Contact | FAQ

Indianola
District: 3114 School: ALL
District Phone: 515-961-9500
Page Help | Contact Us
Timeout in 19 min 30 sec | Exit Fall BEDS

Errors and Omissions

You must click on the Check Errors/Omissions button to make sure all errors are corrected below.

Error/Warning Summary (counts reflect warnings/errors that are NOT resolved)

Error/Warning	Count
District Experience exceeds Years of Experience	2
Invalid Year or staff aged 70 and older	62
Minimum salary not met	3
Salary is <= 25% from prior year.	5
Not Properly Endorsed for Assignment	NA
Invalid Subject/Course	40
No Nurses	36
Sum of FTEs cannot be greater than 1.0 for licensed positions	3
Coach positions must have FTE of zero (0)	2
Districts must choose at least one race field	1
Prof. Dev and Teacher Salary Supp are not applicable to Non-Certified staff	29
Licensed staff must enter a degree.	2
Special Ed assignment must be assigned a Delivery Method	5
At-Risk assignment missing assurance	
Course is not valid for position	

Rule Filter: -- All --

Results: 193 ☐ Hide Approved Warnings ☐ Hide State Overrides Rows to Display: 15

Actions	Folder	Name	Area	Rule Name	Course	Approve
			District	No Nurses		<input type="checkbox"/> Approve
		Acustodian, Sue	Assignment	Course is not valid for position		<input type="checkbox"/> Override
		Acustodian, Sue	Assignment	Invalid Subject/Course		<input type="checkbox"/> Override
	821413	Adams, Dennis	Staff	Minimum salary not met		<input type="checkbox"/> Override
	821413	Adams, Dennis	Staff	Salary is <= 25% from prior year.		<input checked="" type="checkbox"/> Approve
		Aide, Teri	Assignment	Course is not valid for position		<input type="checkbox"/> Override
		Aide, Teri	Assignment	Invalid Subject/Course		<input type="checkbox"/> Override
	344014	Aldridge, Casey	Position	Coach positions must have FTE of zero (0)		<input type="checkbox"/> Override
	344014	Aldridge, Casey	Staff	Salary is <= 25% from prior year.		<input checked="" type="checkbox"/> Approve
	344014	Aldridge, Casey	Assignment	Sum of FTEs cannot be greater than 1.0 for licensed positions		<input type="checkbox"/> Override
	155814	Alloway, Linda Jean	Staff	Salary is <= 25% from prior year.		<input checked="" type="checkbox"/> Approve
	330268	Andersen, Vickie	Position	Coach positions must have FTE		<input type="checkbox"/> Override
	330268	Andersen, Vickie	Assignment	Sum of FTEs cannot be greater		<input type="checkbox"/> Override
	303965	Arndt, Kimberly A	Assignment	Not Properly Endorsed for Ass	Algebra	<input type="checkbox"/> Override
	223423	Battes, Steven Charles	Position	Coach positions must		<input type="checkbox"/> Override

Home | District/Staff | Import/Export | **Errors/Omissions** | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit

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4.3.1. Top shows summary information

4.3.1.1. Links to specific errors/warnings

4.3.1.2. Gives a count of the errors

4.3.1.3. Click the blue bar to hide this section

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Fall BEDS Staff Collection
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Home | District/Staff | Import/Export | **Errors/Omissions** | Mentoring | Certification | District Contact | FAQ

Indianola District Phone: 515-961-9500 Page Help Contact Us
 District: 3114 School: ALL Timeout in 17 min 28 sec Exit Fall BEDS

Errors and Omissions
 You must click on the Check Errors/Omissions button to make sure all errors and omissions are showing in the report below.

Error/Warning Summary (counts reflect warnings/errors that are NOT resolved) - Click to Hide

Error/Warning	Count
District Experience exceeds Years of E	1
Invalid Year or staff aged 70 and older	1
Minimum salary not met	2
Salary is <= 25% from prior year.	62
Not Properly Endorsed for Assignment	3
Invalid Subject/Course	5
No Nurses	NA
Sum of FTEs cannot be greater than 1.0 for licensed positions	40
Coach positions must have FTE of zero (0)	36
Districts must choose at least one race field	3
Prof. Dev and Teacher Salary Supp are not applicable to Non-Certified staff	4
Licensed staff must enter a degree.	1
Special Ed assignment must be assigned a Delivery Method	29
At-Risk assignment missing assurance	2
Course is not valid for position	5

4.3.1 – Summary section

4.3.1.1 – Click on the error to create an error specific list.

4.3.1.2 – Provides a count by error/warning

4.3.1.3 – Click on the blue bar to hide this section.

4.3.2. Bottom section shows detail

- 4.3.2.1. Check for errors/omissions button

- 4.3.2.2. Link to certification page

- 4.3.2.3. Filter on rule name

- 4.3.2.4. Sort features

- 4.3.2.5. Action icons

 - 4.3.2.5.1. View/edit detail

 - 4.3.2.5.2. Edit demographics

- 4.3.2.6. Approve column

 - 4.3.2.6.1. Approve

 - 4.3.2.6.2. Override

- 4.3.2.7. Other features

 - 4.3.2.7.1. Hide approved warnings

 - 4.3.2.7.2. Hide State overrides

4.3.2.3 – Click on the dropdown to view errors/warnings by rule name

4.3.2.2 – Takes you to the certification page which shows errors/warnings by building

Check for Errors/Omissions

Certification Page

4.3.2.1 – Click here to be sure all errors and warnings are appearing

Rule Filter: -- All --

Results: 195

☐ Hide Approved Warnings

☐ Hide State Overrides

Rows to Display: 15

4.3.2.7.1 – Click in this checkbox to hide district approved warnings

4.3.2.7.2 – Click in this checkbox to hide State overrides

Actions	Folder	Name	Area	Rule Name	Approve
		Acustodian, Sue	Assignment	Course is not valid for position	<input type="checkbox"/> Approve
		Acustodian, Sue	Assignment	Invalid Subject/Course	<input type="checkbox"/> Override
				Unable to Non-Certified staff	<input type="checkbox"/> Override
	821413	Adams, Dennis	Staff	Minimum salary not met	<input type="checkbox"/> Override
	821413	Adams, Dennis	Staff	Salary is <= 25% from prior year.	<input type="checkbox"/> Approve
		Aide, Teri	Assignment	Course is not valid for position	<input type="checkbox"/> Override
		Aide, Teri	Assignment	Invalid Subject/Course	<input type="checkbox"/> Override
		Aide, Teri	Staff	Prof. Dev and Teacher Salary Supp are not applicable to Non-Certified staff	<input type="checkbox"/> Override

4.3.2.5.1 – Clicking the magnifying glass icon allows you to view or edit the detail.

4.3.2.4 – You can sort by clicking on any column that is underlined

4.3.2.5.2 – Clicking the paper and pencil icon allows you to edit the demographic data.

4.3.2.6.1 – Districts may approve warnings

4.3.2.6.2 – State staff may override errors.

Application Features

Mentoring

4.4. Click the Mentoring tab at the top of the page or click the Mentoring link at the bottom of the page.

4.4.1. Collects two semesters

4.4.2. New Administrators

4.4.3. New Educators

4.4.4. Instructions

4.4.5. Contacts

The screenshot shows the 'Mentoring and Induction' form on the Iowa Education Collection website. The form is titled 'Mentoring and Induction' and contains two main sections: 'Administrator Mentoring and Induction Program' and 'Educator Mentoring and Induction Program'. Each section has input fields for '1st Semester Count' and '2nd Semester Count'. A 'Submit' button is at the bottom of the form. Below the form, there is a 'Mentoring and Induction' section with links to '2010-2011 Beginning Teacher Mentoring and Induction Count and 2010-2011 Beginning Administrator Mentoring and Induction Counts' and 'Beginning Administrator Mentoring and Induction (Iowa Code chapter 272.9A)'. The form is dated 'Last updated: 2/12/2010 8:45 AM'.

4.4 – Click the Mentoring tab.

4.4.1 – Report counts for both first and second semester.

4.4.2 – Report counts for beginning administrators here.

4.4.3 – Report counts for beginning educators here.

4.4.4 – Instructions for filling out the forms is located under the form.

4.4.5 – You will find email links if you have additional questions.

4.4 – Click the Mentoring link.

Application Features

District Contact

- 4.5. Click on the District Contact tab at the top of the page or click on the District Contact link at the bottom of the page.
- 4.5.1. District Contact – Used primarily as a communication tool with BoEE regarding licensure issues.
- 4.5.2. Default contact - Superintendent
- 4.5.3. Add additional staff

The screenshot shows the 'District Contact' tab selected in the application. The header includes the Iowa Department of Education logo and the text 'Iowa Department of Education Fall BEDS Staff Collection'. A large red 'TEST SITE' watermark is overlaid on the right side. The navigation bar contains links: Home, District/Staff, Import/Export, Errors/Omissions, Mentoring, Certification, District Contact, and FAQ. The main content area displays 'Seton Catholic School - Seton Catholic School' and 'District: 5049 School: 8101'. A callout bubble points to the 'District Contact' tab in the navigation bar, stating '4.5 – Click the District Contact tab.' Below this, a message states: 'The default contact for Fall BEDS 2010/2011 will be the district superintendent. If you would like to specify another staff member to receive communication from the Iowa Dept of Education, then enter their contact information below.' A section titled 'Current Contacts' shows 'No contacts listed'. Below this is a form titled 'Add a District Contact' with fields for 'Name*' and 'Email*'. A callout bubble points to the 'Name*' field, stating '4.5.2 Default contact will be the Superintendent'. Another callout bubble points to the 'Email*' field, stating '4.5.3 Enter name and email address of additional staff.' At the bottom of the form is an 'Add Contact' button. A callout bubble points to this button, stating '4.5 – Click the District Contact link'. The footer contains a navigation bar with links: Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit, and a copyright notice: '© 2010 Iowa Department of Education, 400 E 14th St, Des Moines, IA 50319-0146'.

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Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Seton Catholic School - Seton Catholic School
District: 5049 School: 8101

Page Help | Contact Us
Phone: 641-682-8826 Timeout in 8 min 26 sec Exit Fall BEDS

District Contact

The default contact for Fall BEDS 2010/2011 will be the district superintendent. If you would like to specify another staff member to receive communication from the Iowa Dept of Education, then enter their contact information below.

Current Contacts No contacts listed

Add a District Contact

Name*

Email*

Add Contact

4.5 – Click the District Contact link

4.5.2 Default contact will be the Superintendent

4.5.3 Enter name and email address of additional staff.

Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit

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Application Features Certification Page

- 4.6. Click the Certification tab at the top of the page or click the Certification link at the bottom of the page.

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Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | **Certification** | District Contact | FAQ

Indianola | District: 3114 | School: ALL | Page Help | Contact Us | Timeout in 19 min 41 sec | Exit Fall BEDS

District Certification

When ALL errors are resolved for ALL schools, the CERTIFY button will appear at the bottom of this page.

District is not certified

Error/Omission Detail

View	School	Error Count
View	DISTRICT LEVEL	1
View	Whittier Elementary	17
View	Indianola Middle School	41
View	Irving Elementary School	17
View	Wilder Elementary School	17
View	Emerson Elementary	24
View	Indianola Learning	3
View	Indianola High School	70
View	Indianola	3

☒ District Licensed Position Summary - Click to Show

☒ District Non-Licensed Position Summary - Click to Show

☒ District Program / FTE Summary - Click to Show

Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ | Contact Us | Exit

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- 4.6.1. Status bar
- 4.6.2. Error/Omissions Detail button
- 4.6.3. Error count by building
- 4.6.4. View errors/warnings

The screenshot shows the Iowa Department of Education Fall BEDS Staff Collection interface. At the top, there is a blue header with the Iowa Department of Education logo and the text "Fall BEDS Staff Collection". To the right of the header, there is a "TEST SITE" watermark. Below the header is a navigation bar with links: Home, District/Staff, Import/Export, Errors/Omissions, Mentoring, Certification, District Contact, and FAQ. The main content area shows the user is logged in as "Seton Catholic School" with "District: 3114" and "School: ALL". A red banner across the middle of the page states "District is not certified". Below this banner, there is a table with columns "View", "School", and "Error Count". The table lists error counts for various schools, including "DISTRICT LEVEL" (1), "0436" (17), "0431" (41), "0427" (17), "0409" (24), "0127" (3), "0109" (70), and "0000" (3). To the right of the table, there are three blue buttons: "District Licensed Position Summary - Click to Show", "District Non-Licensed Position Summary - Click to Show", and "District Program / FTE Summary - Click to Show". Annotations with callout boxes point to specific features: 4.6.1 points to the "District is not certified" banner; 4.6.2 points to the "Error/Omission Detail" button; 4.6.3 points to the "Error Count" column in the table; and 4.6.4 points to the "View" button in the table.

Annotations:

- 4.6.1 – Shows the certification status.
- 4.6.2 – Click here to go to the Errors/Omissions page.
- 4.6.3 – Shows the error count by building.
- 4.6.4 – Click the view button to see the errors/warnings for this building.

View	School	Error Count
View	DISTRICT LEVEL	1
View	0436	17
View	0431	41
View	0427	17
View	0409	24
View	0127	3
View	0109	70
View	0000	3

Buttons:

- ☒ District Licensed Position Summary - Click to Show
- ☒ District Non-Licensed Position Summary - Click to Show
- ☒ District Program / FTE Summary - Click to Show

4.6.5. Summary counts

4.6.5.1. Licensed Staff

4.6.5.2. Non-Licensed Staff

4.6.5.3. Program summary

Iowa Department of Education
Fall BEDS Staff Collection

TEST SITE
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Home | District/Staff | Import/Export | Errors/Omissions | Mentoring | Certification | District Contact | FAQ

Seton Catholic School
 District: 3114 School: ALL

Page Help | Contact Us
 Timeout in 11 min 37 sec | Exit Fall BEDS

District Certification
 When ALL errors are resolved for ALL schools, the CERTIFY button will appear at the bottom of this page.

District is not certified

Error/Omission Detail

View	School	Error Count
View	DISTRICT LEVEL	1
View	0436	17
View	0431	41
View	0427	17
View	0418	
View	0409	
View	0127	3
View	0109	70
View	0000	3

District Licensed Position Summary - Click to Show

POSITION	COUNT	FTE
AEA Supervisors/Managers	0	0.000
Board Secretary	0	0.000
Business Manager	0	0.000
Day Care Worker	0	0.000
Dietician	0	0.000
District Wide Administrative Support	0	0.000
Food Service	2	1.500
Health Assistant	0	0.000
HR/Personnel Manager	0	0.000
Interpreters	0	0.000
Mental Health Counselors	0	0.000
Nurse (No SPR from BOEE)	0	0.000
Operations and Maintenance	1	1.000
Other Professional	0	0.000
Other Supervisors/Managers	0	0.000
Other Support	0	0.000
Other Technical	0	0.000
Paraprofessionals/Aides	1	1.000
Pupil Transportation	1	1.000
Records Transfer Staff	0	0.000
Recreation and Therapeutic Recreation Specialists	0	0.000
Recruiters	0	0.000
School Administrative Support	0	0.000
Security	0	0.000
Student Support	0	0.000
Technology	0	0.000
Technology Support	0	0.000
Transportation - Other than pupil transportation	0	0.000

District Non-Licensed Position Summary - Click to Hide

District Program /FTE Summary - Click to Hide


PROGRAM	FTE
No special program	1.000
Migrant	235.500
ESL	1.000
Title I TAS - Title I Funded	0.000
Title I TAS - Not Title I Funded	0.000
Title I SWP	0.000
Other Federal programs	0.000
Special Education	0.000
Statewide Voluntary Preschool	28.000
Gifted and Talented	0.000
At-Risk/Dropout Prevention	0.000

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Licensure

- Click the Magnifying glass on an individual from either the District/Staff page or the Errors/Omissions page.



Iowa Department of Education
Fall BEDS Staff Collection



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Home District/Staff Import/Export Errors/Omissions Mentoring Certification District Contact FAQ

Indianola District Phone: 515-961-9500 Page Help Contact Us
District: 3114 School: ALL Timeout in 19 min 49 sec Exit Fall BEDS

District Staff

District / School
District Indianola
School -- All --
Mode: ☒ Normal ☐ Salary

Staff Filters
Position -- All --
License Status -- All --
Shared Status -- All --
Error Status -- All --
Last Name/Folder

Results: 261 [Add Certified Staff](#) [Add Non-Certified Staff](#) Rows to Display: 15

1	2	3	4	5	6	7	8	9	10	...
Actions	Folder	Name	Position	Warnings / Errors						
			Pupil Transportation							
		Acustodian, Sue	Indianola High School (0109)	Invalid Subject/Course Course is not valid for position						
	821413	Adams, Dennis	Indianola High School (0109)	Minimum salary not met Salary is <= 25% from prior year.						
		Aide, Teri	Irving Elementary School (0427)	Invalid Subject/Course Course is not valid for position						

- 5.1. Top portion shows endorsements
 - 5.1.1. Current
 - 5.1.2. Expired
- 5.2. Middle portion shows required endorsements.
 - 5.2.1. Yellow bar indicates an error.
- 5.3. Bottom portion shows the errors/warnings for this staff person.
- 5.4. Comment Icon

Staff Detail - Click to Show Return

5.1.1 – Current endorsements tab

5.1.2 – Expired endorsements tab

Current Endorsements | Expired Endorsements

License/Endorsement	Grades	Expiration Date
102: K-6 Teacher Elementary Classroom (15)	K - 06	04/30/2013

5.2 – Click the link to see the endorsements needed for this assignment.

5.2.1 – The yellow background indicates an error.

5.3 – This section gives you more information regarding the assignment error.

5.4 – Click the comment icon to send a message to DE.

Add a Position

Regular Education Teacher FTE: 1.000 Migrant + Add Assignment

Actions	Course	School	Sections	Shared	Grades	Requirements
	(70005)		16	Not Shared	6-8	Req'd Endorsement

Results: 2 ☐ Hide Approved Warnings ☐ Hide State Overrides Rows to Display: 15

Folder	Name	Area	Rule Name	Course	Approve
193191	Gates, Betsy	Assignment	Course is not valid for position		<input type="checkbox"/> Override
193191	Gates, Betsy	Assignment	Invalid Subject/Course		<input type="checkbox"/> Override

Return

5.4.1. Comment box




- 5.4.1.1. If licensure replies to your comment and email will be sent to the person/persons listed on the District Contact tab.

The screenshot shows the 'Staff Detail - Click to Show' interface. The 'Comments' section is highlighted, showing a text area for adding comments and an 'Add Comment' button. A speech bubble points to the 'Add Comment' button with the text: '5.4.1 – Add a comment and click the Add Comment button.'

Staff Detail - Click to Show

Current Endorsements: None | Expired Endorsements: None

Add a Position

Actions	Course	School
  	(70005)	

Error List

[Check for Errors/Omissions](#)

Results: 2 ☐ Hide Approved Warnings

Folder	Name
193191	Gates, Betsy
193191	Gates, Betsy

Comments

No comments

[Add a Comment](#)

Rows to Display: 15

Course	Approve
	<input type="checkbox"/> Override
	<input type="checkbox"/> Override